

HUMAN RESOURCES DIVISION
PHONE: (815) 724-4020
FAX: (815) 724-4039



**150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158**

EMPLOYMENT OPPORTUNITIES

JOB POSTING # 48-22
POSTED: 06/06/2022, 8:00 a.m.
EXPIRATION: until filled
TITLE: PARKING DECK ATTENDANT- PART-TIME (Position #7041)
SALARY: \$13.23-\$18.77 HOUR (NO BENEFITS)
DEPARTMENT: PUBLIC WORKS
DIVISION: PARKING

TASKS OR DUTIES (Illustrative)

Computes amount of time a person has been parked and determines fees due;
Collects money and makes proper monetary change;
Completes daily reports;
Sells monthly stickers and books of validation stamps and properly fills out receipts and records;
Additional duties, as assigned.

POSITION REQUIREMENTS/QUALIFICATIONS

Graduation from an accredited high school or the equivalent preferred;
Satisfactory performance of similar duties preferred;
Must be at least 18 years of age;
Ability to follow directions and learn procedures thoroughly and rapidly;
Ability to compute time by subtracting one clock time from another is essential;
Ability to calculate money exchanges based on fees due;
Must be self-motivated and able to work independently; tactful and courteous;
Responsible and trustworthy;
Must be able to work various days and hours up to 19 hours per week;
Must have no criminal history record.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER